

Chief, West Coast Bureau

24 February 1949

Chief, FBIS

Report on Audit and Inventory of Non-Expendable Property

Ref. : Letter to Chief, West Coast Bureau from Acting Chief, Supply Division dated 17 February 1949, concerning disposal of surplus property.

1. Attached hereto for your information and action are:

a. Report on Audit and Inventory of Non-Expendable Property at FBIS, Reseda, California submitted by [redacted] following his trip to your bureau during the period 10 through 20 September 1948.

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b. Memorandum to Chief, FBIS from Chief, Property Control Division dated 21 December 1948, Subject: Report on Audit and Inventory of Non-Expendable Property at FBIS Kauai, T. H., and Reseda, California.

2. Because of the great delay involved in the submission of this report, most of the recommendations and suggestions which it presents have already been implemented. However, it should be studied thoroughly and action taken where appropriate. You are requested to notify this office in writing when such has been done, and to return report to this office for file.

3. Certain Comments on that section of the report entitled "Report on Audit and Inventory of Non-Expendable Property at FBIS, Reseda, California" were believed necessary and are presented below. Paragraph numbers correspond to those in the above-named section.

2. Stock Record Account: (a) This paragraph states that Reseda property records were found to be in "fair condition." Corrective action, if not already taken, should be initiated at once in order to put the bureau property records in the best possible condition.

7. Surplus Property: See reference above. Surplus property including Memovox equipment should be turned in at the earliest practicable date. However, you may, if you desire, retain permanently those amplifiers from the AA recorders required by your bureau for use as monitoring amplifiers.

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